



HUMAN RESOURCES/CIVIL SERVICE  
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CIVIL SERVICE COMMISSION  
Meeting Minutes  
July 10, 2013  
1:00 P.M.  
CONFERENCE ROOM 3B

#### Roll Call

Chairman Tim Matthewson called the meeting to order. In attendance were Commissioner Geraldine George, Denise Janey, Ginny Werner

#### NEW BUSINESS

##### Minutes of Meeting

Commissioner George made a motion to accept the previous meeting minutes. Commissioner Matthewson seconded the motion. Motion passed.

##### Request Review and Approval of Job Description and Classification – Health Benefits

Coordinator: Commissioner George made a motion approve the Health Benefits Coordinator position. Commissioner Matthewson seconded the motion. Motion passed.

Request Approval of Lateral Police Officer Examination: Commissioner George made a motion to approve the request. Commissioner Matthewson seconded the motion. Motion passed.

Request to Extend the Fire Captain Eligibility List: Commissioner George made a motion to approve the request. Commissioner Matthewson seconded the motion. Motion passed.

Certification of Entry Level Fire Fighter Eligibility List: Commissioner George made a motion to certify all 37 candidates. Commissioner Matthewson seconded the motion. Motion passed.

Request made to Add an Agenda Item: Motion made by Commissioner George to add the Promotion from Custodian I to Custodian II item to the agenda. Commissioner Matthewson seconded the motion. Motion passed.

##### Request Review and Approval of the Promotion from Custodian I to Custodian II:

Commissioner George made a motion to approve the request. Commissioner Matthewson seconded the motion. Motion passed.

#### Adjourn

Commissioner George made a motion to adjourn. Commissioner Matthewson seconded the motion. Motion passed.

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